

PUBLIC HEARING POSTING AFFIDAVIT

Date _____

I, _____, do hereby certify that a Public Notice Poster was visibly and continuously posted on the site located at: _____

City Planning File Number(s):

Project Name (if applicable):

Planner:

Public Hearing scheduled on:

Posted from: to:

I also do hereby certify that the site was checked on the following dates to ensure that the Public Notice was visible and readable:

1. _____

2. _____

Signature

PUBLIC HEARING POSTING INSTRUCTIONS

APPLICANT'S RESPONSIBILITIES

All public hearing applications are required to have the site posted prior to the application being heard at a formal public hearing. City Planning relies on applicants/owners to post the prospective sites themselves.

The general posting guidelines are as follows:

- The public notice poster will be provided a minimum of ten (10) days prior to the public hearing. The proposed site must be immediately and continue to be posted for the full ten (10) day period.
- The poster should be placed on the proposed site in a very visible location at a point (or points, if additional posters are provided) along the perimeter of the site where it can be clearly viewed by passing motorists from adjacent streets and/or pedestrians without having to trespass. The physical location of the poster should provide actual notice to owners and residents of the surrounding properties and the general public that a development is being proposed in the general area.
- The poster should never be placed on trees within the street right-of-way. A \$500.00 fine or a 90 day jail sentence or both may be imposed under Section 21-6-603 and 604 of the City Code. It is also forbidden to place a poster on electrical power poles and telephone poles.
- If a public notice poster should become lost or illegible, immediately contact City Planning at 385-5905 and you will be supplied with a replacement poster.
- The applicant should complete this affidavit and return it after the posting period to: City Planning, 30 S. Nevada Av., Suite 301, Colorado Springs, CO 80903. *(Note: A delay in returning this form to the planning staff member named above could result in a delay of the project moving forward.)*